



Checklist

of information to include in an affidavit or bring to court

Use this checklist to help you remember everything you want to write in an affidavit, bring to court, or say in court.

General information

For all family applications, write down:

- your and the other party's full names,
- your and the other party's age,
- the date you moved in together or got married,
- the date you separated, and
- the names and birthdates of your children.

How you and your spouse helped each other

If parenting or support is an issue, give a short description of:

- what each of you did in the house and for the family, and
- how this affected your life.

For example:

- I worked while my husband went to school to train for a better-paying job.
- I couldn't take ESL courses because we couldn't afford a babysitter. That meant I couldn't work.
- We agreed that one of us would give up work and stay home full-time when our children were born. The person who was at home did all the household chores.

Your children

If you want an order about your children, write down the information **that's related to what you're asking for and your situation**.

Write down details about your children and their lives:

- Your children's **extracurricular activities** (things they do when they're not in school) or special interests.
- Any medical problems or special needs your children have, or anything they're struggling with or doing well with in school.
- The cost of each child's education, medical, or other special expenses.

Write down any other details about how you and the other parent looked after your children when you were together. For example:

- Does the child need to be with one parent more than the other? Why?
- How have you shared childcare since you separated? (This is extra important if you separated quite a while ago and you can't agree about how to share your parenting time and parental responsibilities.)
- If you don't share parenting responsibilities equally, explain why.
- The steps you've taken since you separated to keep your children's life stable. For example:
 - You moved to a smaller home, but stayed in the same neighbourhood so your children's daycare or school wouldn't change.
 - You make sure the children have as much time as possible with their other parent.
 - You keep doing things you used to do as a family, like having dinner on Sunday nights with the children's grandparents, etc.

Extended family

Extended family includes grandparents, aunts, uncles, and cousins who live nearby or in the same house as you. Write down:

- why these relationships are important, and
- why your plan is better than your spouse's for keeping those relationships strong.

Finances

Spousal support

Include the following details in your application or response to an application for spousal support:

- A short summary of your education and work history.
- Describe the roles that you and your spouse had in the relationship. Include information about how you divided household chores and childcare responsibilities.
- List any absences from the workforce during your time with your spouse or after you separated, and describe the reasons for them (for example, illness, injury, children, staying home to take care of your children and household issues).
- Describe your current job and income.
- Write down the source and amount of your income for the last three years.
- Write down your reasonable needs and how much more money you would need to meet these needs.
- List anything that keeps you from earning a reasonable living (for example, caring for young children, a physical disability, or a need to upgrade or refresh your skills).
- Write down how long it would take, and what steps you need to take, to be able to earn a reasonable living (for example, give the name of a course you would need to take, the school where you would take it, when it starts and finishes, and how much it would cost).
- Attach documents that prove your statements as exhibits to your affidavit, wherever possible. For example:
 - doctor's reports about any disability that stops you from working,
 - invoices for upgrading courses, and
 - copies of tax returns or pay stubs, if they aren't already in your financial statement, to prove your income.
- Describe the other person's education, work history, current job, and current income.
- Write down any assets that could be used for support (for example, an RRSP in your spouse's name alone).

For child support

Include the following details in your application or response to an application for child support:

- Your current income according to your three most recent tax returns and notices of assessment.
- Full details about your financial status if you're claiming hardship to not pay child support. (You don't need to include this if you're seeking only basic support.)
- Your spouse's current income. Attach their pay stub or a copy of an income tax return, if you can. Otherwise, you'll use your spouse's financial statement.
- If you think your spouse's financial statement is inaccurate, write down what you think is wrong and why you think this.
- If you claim special or extraordinary expenses:
 - list each expense you're claiming for,
 - write the name of the child it's claimed for, and
 - provide proof of the expense (for example, attach the invoice from the orthodontist as an exhibit).
- Say whether medical, dental, or extended health care benefits are available through your employer or the other person's employer.

Family Violence

- Is there family violence or abuse? If so, describe it in as much detail as you can. For example, is there physical abuse, verbal abuse, emotional abuse, controlling behaviour, threats, or intimidation? If so, describe them and write in detail about recent incidents. (See [Abuse & family violence](#) to find out more about what counts as family violence.)
- If anyone has been injured by the family violence, describe the injuries and attach any doctor's notes about them.
- Focus on the most recent incidents (as close in time as possible to the court application) and any particularly significant event.
- Get and attach copies of any police reports, charges, and peace bonds you have.
- The level of detail you need to give about violence depends on what you're asking for in court: a family law protection order will need the most detailed evidence.
- Describe any exposure (anything they've seen or heard) your children have had to violence or abuse.
- Describe anything you've done to help your children deal with the abuse.

- If you're afraid of your spouse, write down that you're afraid of them and say why you're afraid of them. Give examples of things they say or do or things they've said or done that make you afraid.
- Describe any drug or alcohol abuse by a parent or new partner that affects the children's safety or care.
- Describe any child abuse (for example, physical punishment or neglect by one parent or their new partner).
- If the Ministry of Children and Family Development has been involved with your family, write down how they've been involved.

Other information

- Any religious, spiritual, or cultural values that you or the other person feel are important for your children's upbringing, especially if one of you has very strong feelings about this.
- Your religious, spiritual, or cultural activities before the separation.
- Any other languages the children know (for example, if the children speak Chinese because they spend time with a parent or grandparent who speaks it).
- Copies of calendars or journals that show time requested or spent with each parent (if parenting time or contact is an issue).